

Undercurrents



The Navy's MWR Newsletter



September / October 2002

www.mwr.navy.mil

Vol. 5.5

Inside

Bowling.....	12
Bingo	12
Business Activities.....	12
Conferences	3
Entertainment	13
Facilities.....	4
Financial Management.....	2
Golf.....	13
Legal.....	9
Personnel.....	11
Policy.....	8
Star Service	3
Training.....	3



Undercurrents is a publication of the Navy's Morale, Welfare & Recreation Division (PERS-65). Contents of *Undercurrents* are not necessarily the official view of or endorsed by the US Government, the Department of Defense or the Department of the Navy. Send any comments, questions, and submissions to:

PERS-658P,
Internal Communications Coordinator
COMNAVPERSCOM (PERS-65)
5720 Integrity Drive
Millington, TN 38055-6580
901-874-6593, DSN 882-6593
P658P@persnet.navy.mil



Director

PERS-65

P65@persnet.navy.mil

From the Director:

I would like to take this opportunity to officially introduce myself as your new MWR Director. I am

very happy to be here and look forward to an exciting and most productive tour as we continue to take care of our Sailors and their families.

I would like to add my congratulations and best wishes to CAPT Carl Albury upon the completion of his most successful tour and the conclusion of his distinguished career. His service to his country, our Navy, and especially to his Sailors will long be remembered. I have big shoes to fill.

Briefly, I come to you having spent most of my career in Naval Aviation. I had the privilege of flying in the F-4 and F-14 for a large part of the last 25 years and was stationed for the most part at NAS Oceana in Virginia Beach and NAF Atsugi in Japan. I spent a little time in D.C. at the Navy's International Program's Office and also attended the Industrial College of the Armed Forces. Along the way, I was privileged to command the Navy's greatest F-14 squadron, as well as its finest base - NAF Atsugi, my last duty station.

My vision for the future is quite simple. Our job, pure and simple, will be to continue to take care of the Sailor always. There are many great programs out there already doing just that with many more in work or coming through the pipeline. Our positive turn on retention and recruiting tell us that we are on the right track so press on. While the Navy's secret weapon may be MWR, our secret weapon is the incredibly talented 18,000 plus members of our team found on every base, on every ship, and on every staff in the United States Navy charged with taking care of our people.

In the meantime, as my first order of business, I recommend that you read the article on Retrofit Smoking Rooms (page 13). This program will pay you big dividends in the coming months. I encourage you to take advantage of it but note that time is getting short. Continue to be forward leaning.

I look forward to hearing from you as well as meeting you in the coming months as I settle into what I see as the most important job in my career.

All the best,
Director, MWR Division (PERS-65)



FINANCIAL MANAGEMENT BRANCH

Head, PERS-652,
901-874-6612, DSN 882-6612,
P652@persnet.navy.mil

POC: PERS-652G4,
901-874-6623, DSN 882-6623,
P652G4@persnet.navy.mil

POC: PERS-652D,
901-874-6614, DSN 882-6614,
P652D@persnet.navy.mil
or PERS-652B1,
901-874-6606, DSN 882-6606,
P652B1@persnet.navy.mil

**PAYNET PLUS FOR WINDOWS
UPGRADE...**Managistics locations that are on Paynet Plus for Windows will be receiving an upgrade to Version 8.0 over the next few weeks. You will receive the upgrade instructions and CD directly from Managistics. Their technical support will be available to assist with the upgrade.

CREDIT CARDS...The central credit card processing contract was renewed with Mellon Bank, for a base period of two years, with three one-year options. The initial contract period begins October 14, 2002 and ends October 13, 2004. Mellon Bank, our processor for the last five years, was awarded the contract based on their proven track record and pricing. Discount prices will not increase for the two-year base period from our current rates.

American Express: 3.320%;
Debit Card Transactions: \$0.38 per transaction;
Discover: 2.340%;
Visa/Mastercard: 1.990%

POC: PERS-652E2,
901-874-6549, DSN 882-6549
P652E2@persnet.navy.mil

THE TREASURY OFFSET PROGRAM (TOP)...is ready and waiting for your use. If you have outstanding bad checks or other bad debts, we can now help you collect them through TOP. TOP is a computerized system managed by the Department of the Treasury with a link to the Internal Revenue Service whereby bad checks, unpaid contracts, and vendor debts to MWR/VQ may be withheld from payments due the debtor from the Federal Government.

If you send the Due Process Letter soon, we can have the debt submitted to Treasury in time for offset against 2002 Federal Income Tax Refunds that may be due the debtor. This service is provided at no cost to the fund. All fees are passed on to the debtor. For further information on the TOP system or for copies of the necessary forms, contact PERS-652G4.

APF/USA TRAINING...(affectionately referred to as the APF/USA ROADSHOW), presented by PERS-652D and PERS-652B1 was successfully kicked off at NPC (Millington, TN) and COM-NAVREGSOUTHEAST (Guantanamo Bay, Cuba) in June 2001. During 2001 and 2002 workshops have been conducted in Europe, Japan, and several stateside locations. Approximately 300 individuals have enjoyed participating in this workshop. The course is designed for MWR Directors, MWR Business Managers, Local/Regional Comptrollers and command evaluators. Each participant will spend 2 fun-filled days learning about Appropriated Fund (APF) support as it applies to MWR and the use of APF support relative to the Utilization, Support, and Accountability (USA) Offset Program. We have received positive feedback along with numerous requests to provide additional classes.

THE 401-K CATCH-UP PLAN...has been approved. It will require entries into the payroll system for each employee that is eligible and elects to participate in this plan. You should have already received the ADP or Managistics instructions for inputting the necessary information in the payroll system. If you have not received the instructions, contact RAMCAS.

TAKING A CRUISE...is now an option available with MWR Leisure Travel. The accounting procedure to properly record this type of transaction is to record the commission and/or fees only. Selling cruises puts MWR Leisure Travel in an agency capacity with cruise lines and other suppliers. MWR is not assuming the risks of ownership while selling another company's products, therefore, the commissions and/or fees for products sold is reported as revenue earned, not the full price of the cruise/tour. More detailed accounting instructions will be released soon.

RED FLAG STATUS...In MWR Update #9, the Red Flag notification to the stations was suspended for FY02. Your quick response to the situation and best business practices has shown a positive turn around in revenue and expenses. Red Flag notifications will be reinstated on October 1, 2002. First notifications will be mailed to stations and Claimants in January. Keep up the good work!



TRAINING BRANCH

Head, PERS-654,
901-874-6719, DSN 882-6719,
P654@persnet.navy.mil

POC: PERS-654A,
901-874-6720, DSN 882-6720,
FAX 901-874-6847, DSN 882-6847,
P654A@persnet.navy.mil

POC: PERS-654,
901-874-6719, DSN 882-6719,
P654@persnet.navy.mil

WELCOME NEW STAR SERVICE AMBASSADORS...The following MWR Stars from around the world were recently certified as Star Service facilitators and coordinators: Constance Allen, Dallas Dumagan, Christine Hite, Pam Menesses, Diane Officer, Pat Tellman, John Boulukos, Belisa Del Conte Davis, Janice Garcia, Shannon Goodrick, Jennifer Montag, Marcia Rickabaugh, Annmarie Sands, Bettye Scherer, Laura Kirkland, Brenda Rosenberry and Shari Washington. Welcome to the team everyone!

A TRAINING COALITION IS BORN...33 MWR professionals met in Millington September 24-26 for the Connections Workshop. Attendees were Star Service facilitators, coordinators, and MWR Manager or LSM field course manager from Japan, Hawaii, the west coast, the east coast, and "over there" in Europe! The workshop offered attendees the opportunity to network with their peers, and laid the foundation of a worldwide training coalition, as well as gave participants new skills and methodologies to move MWR towards service excellence. Attendees also learned more about human performance technology and the future of e-learning.

COMNAVREG SOUTHEAST CELEBRATES ITS FIRST "CENTER OF EXCELLENCE" MILESTONE...COMNAVREG Southeast celebrates the successful implementation of its first round of Cycle of Service (COS) improvement teams at NAVSTA Mayport, NAS Jacksonville, WPNSTA Charleston, and SUBASE Kings Bay. The COMNAVREG Southeast excellence journey continues as its remaining five bases (NAVSTA Pascagoula, NAF Key West, CBC Gulfport, NAVSTA Roosevelt Roads, and NAVSTA Guantanamo Bay) launch their first set of COS teams this fall.

SAVING TREES...Looking for a class to go to next year? Check out the FY03 MWR Training Schedule at www.mwr.navy.mil/mwrprgms/synop.htm. All the latest information about MWR classes and class schedules is available. Paper training course catalogs will no longer be printed and mailed.

CLASSES ARE STILL CHEAPER BY THE DOZEN...Do you have several employees who need to attend one of the Training Branch classes? It's still cheaper to request us to send you an instructor rather than sending your staff away on TDY. You can get a dozen trained for the price of sending one person away on orders. Just ask; we can make it happen!

PROGRAM STANDARDS...are now easier to find on the web. The MWR Program Standards (Fitness, Liberty, Youth/SAC, Outdoor Recreation, Libraries and ITT) that were used for the Navy-wide assessment conducted last September are available to download at www.mwr.navy.mil/mwrprgms/programstand.htm.

Process Enhancement Teams (PETs) are meeting regularly to make revisions/updates and to develop standards on programs that were not included in the initial assessment. Managers for all these programs should be trying to meet the approved standards and keep apprised of the changes that are coming. A new Navy-wide assessment will be conducted in FY03. Check out the new web page – send comments on the drafts of the new standards that are posted – stay up-to-date – and get busy working to meet all the standards you can.



FACILITIES & ACQUISITIONS BRANCH

Head, PERS-656,
901-874-6674, DSN 882-6674,
P656@persnet.navy.mil

PROJECTS EARNING PVA...for possible FY04 programming are listed below. Only one project submitted as a full INVS scored too few points to proceed to this next step. Final PVA reports should be completed on all of these projects before Christmas. Those projects recommended to proceed by the respective PVA firms and certified as executable in FY04 will join the other unprogrammed projects in a pool for prioritization by the Flag Level Executive Council (FLEC) Working Group in January 2003.

LOCATION	PROJECT
NAS Jacksonville	Golf Clubhouse & Cart Storage
NB Coronado	Construct North Island Beach Cottages
NSA Mid-South	Horse Barn
NS Pearl Harbor	N-M Golf Irrigation
NSWC Dahlgren	Bowling Center
NTC Great Lakes	Golf Club House
NTC Great Lakes	Water Park
NWS Seal Beach	Golf Clubhouse
NAS Oceana (Dam Neck Annex)	Beach Cottages
NSA Mid-South	Golf Clubhouse
NAB Little Creek	Golf Maintenance Facility
NPGS Monterey	Irrigation And Golf Course Upgrade
NS Mayport	SE Region Outdoor Adventure Center
NCBC Gulfport	Youth Center Addition
NAS Corpus Christi	All Hands Club
NWS Charleston	RV Park Conversion

INVS SEMINAR...will be offered at the NRPA in Tampa. This seminar will include most recent changes to the nomination form. This offering will not include a hands-on project workshop; however, assistance from a Facilities and Acquisition Branch representative will be available throughout the week of NRPA/Navy Meetings. The INVS Seminar will be offered on Wednesday, October 16 from 1300-1500. Location information will be available during registration for Navy Meetings and from MWR staff on Monday or Tuesday during those meetings.

CONCRETE TOPPER...Finally, athletic flooring that can be applied directly to concrete. This new product complies with NCAA basketball rules for bounce, rebound, and hardness, and is also suitable for other gym activities. Made with multi-layer vinyl, fiberglass, and high-density foam construction, this product is guaranteed for seven years. This product may also be heat-welded for seamless floor applications. Game lines can also be applied at installed prices of less than \$6 per square foot for the entire application.

POC: PERS-656D,
901-874-6673, DSN 882-6673,
P656D@persnet.navy.mil

POC: PERS-656D3,
901-874-6663, DSN 882-6663,
P656D3@persnet.navy.mil

**ARE ARTISTS MAKING
CREATIVE STATEMENTS
ON YOUR BUILDING?**

If your staff spends their valuable time cleaning graffiti from facility walls you may want to consider anti-graffiti products. These coatings are applied over your wall finish and provide a transparent protection to the original finish. The products available can be applied to brick, concrete, stucco, and wood. Graffiti can be cleaned with anti-graffiti solvents and/or water. If you would like information on companies with these products, contact PERS-656D2.

POC: PERS-656D2,
901-829-5222, DSN 882-6667,
P656D2@persnet.navy.mil

POC: PERS-656D7,
901-874-6661, DSN 882-6661
P656D7@persnet.navy.mil

POC: PERS-656D6,
901-874-6665, DSN 882-6665,
P656D6@persnet.navy.mil

COUNTER TOPS CAN ADD PIZZAZZ...The broad range of countertop materials includes laminates, solid surfaces, stainless steel, stone, ceramic tile, concrete, and wood. Solid-surfaces, laminates and stainless are typically used in commercial facilities.

- Price and diversity of colors and patterns have made laminate tops the standard for decades. Laminate is a synthetic material constructed of multiple sheets of Kraft paper, a decorative layer and a melamine plastic coating. This material is stain-resistant, can tolerate heavy use, and is relatively kid-proof. It is available from a variety of manufacturers and in an array of colors. Costs vary by style, type of edging and complexity of the installation. Costs rise with custom edging and detailing, but this is still one of the most economical surfaces.
- Introduced in the 1960's, solid-surface material is now made by several companies. Each surface is typically made from synthetic sheets formed by mixing mineral compounds with polyester, acrylic, or fiberglass resins. It has a higher cost than laminates, but chips and scratches are easily repaired. Solid-surface material is easy to work with and seam together, can be formed into decorative shapes, and have integral sinks.
- Stainless steel has a contemporary appearance and durable surface. It can handle hot pots, won't stain, and is easy to clean. It can also have an integral sink. Stainless steel is typically attached to plywood to provide strength and deaden sound. Prices vary depending on the gauge of the metal and the finish.

Each material has strong selling points depending upon design intent and type of use. Cost will be determined by the design. Tile, wood, and concrete are other options but are not often used in commercial applications.

CONSIDER SAFETY WHEN SELECTING BUNK BEDS FOR CABIN AND COTTAGE PROJECTS...The U.S. Consumer Product Safety Commission lobbied to change voluntary design guidelines for bunk bed safety into enforceable design guidelines. In July 2000, a mandatory federal rule was enacted requiring that all manufacturers of bunk beds follow design guidelines. These requirements included the following instructions:

"Any bed in which the underside of the foundation is over 30" from the floor must have guardrails on both sides and the wall side must be continuous.

Opening in the upper bunk structure must be small enough (less than 3.5") to prevent passage of a child's torso.

Openings in the lower bunk end structures must be small enough to prevent entry by a child's head or torso, or large enough to permit the free passage of both child's torso and head.

The bed must have a label identifying the manufacturer, distributor or seller, the model number, and the date of manufacture.

Warnings must be on a label affixed to the bed and on instructions that must accompany the bed. The label warns not to place children under six on the upper bunk and specifies mattress size."

For additional information, contact PERS-656D6 or visit the Consumer Product Safety Commission at www.cpsc.gov.

THE SCOOP ON 15-PASSENGER VANS...Naval Safety Center (NAVSAFECEN) ALSAFE 046/01 provides guidance regarding the National Highway Traffic Safety Administration's (NHTSA) warning to operators of 15-passenger vans. Analysis revealed the rollover risk of 15-passenger vans increases dramatically when the number of occupants is less than five or more than ten. Loading the van causes the center of gravity to shift rearward and upward, increasing the likelihood of losing control of the vehicle if the driver panics.

It is important that experienced drivers operate 15-passenger vans. Although not required, it is strongly recommended that operators attended the American Automobile Association's Driver Improvement Program (AAA-DIP). The operators should understand and be familiar with the handling characteristics of these vans, especially when fully loaded. Lower the risk of rollover by using only high-quality tires, keeping the gas tank full and driving conservatively. Front seats should be filled first and never load anything on the roof. Ensure that all occupants wear seat belts at all times. Your best chance of survival during a rollover is to be wearing a seat belt. If you have specific questions concerning the crash or rollover characteristics of 15-passenger vehicles, go to the NHTSA site, www.nhtsa.dot.gov.

CELL PHONE USE...Over 110 million people use wireless phones. A recent survey conducted by the National Highway Traffic Safety Administration (NHTSA) found that 54 percent of motor vehicle drivers in the United States usually have a wireless phone in their vehicle. Federal and State policymakers have been weighing the benefits of wireless phone use in vehicles against the growing evidence of their potential to increase driver distraction and the risks to safety. Many agencies have requested guidance from the General Services Administration's Office of Government-wide Policy (OGP), Federal Vehicle Policy Division on wireless phone use in government owned and leased vehicles. GSA Bulletin FMR B-2 provides guidance to Federal agencies concerning the use of handheld wireless phones. Federal agencies should:

- a) Discourage the use of hand-held wireless phones by a driver while operating motor vehicles owned or leased by the Federal government.
- b) Provide a portable hands-free accessory and/or a hands-free car kit for government owned wireless phones.
- c) Educate employees on driving safely while using hands-free wireless phones.

Generally, Federal employees are not exempt from state and local laws governing operation of a motor vehicle. Federal agencies should be aware of the potential for increased liability from accidents that occur if directly caused by the use of wireless phones while driving motor vehicles owned or leased by the Federal government.

POC: PERS-656A,
901-874-6670, DSN 882-6670,
P656A@persnet.navy.mil

POC: PERS-656A

SAMPLE NAF CONTRACT FORMATS...Several standardized contract formats are available for your use on the web. The formats can be used in lieu of a DD1155 or SF33 when contracting for "services." For example, concessionaire services or entertainment.

To view the available formats, go to www.mwr.navy.mil and click on "Facilities and Acquisitions." Scroll down to "Standard Contract Formats". The fill-in-the-blank formats are fast and easy to use because they contain most of the "boiler plate" parts of a contract, which means you don't have to re-type all the information every time you make a purchase. Another nice thing about the formats is that they have already been legally approved. So, as long as you don't change the format in any way, you won't need to get Contract Review Board approval.

Keep in mind that the competition rules still apply when using the standard formats. Unless you have a valid sole source justification to support going to only one source, you should solicit three bids when your total purchase price exceeds \$5,000. Or, in the case of a concessionaire contract, you should solicit three bids if you anticipate receiving more than \$5,000 in revenue during the contract period. The formats are sometimes updated, so be sure to use the most current version. And, don't forget to attach the NAF contract clauses before you send your contract to the vendor.

ATTENTION NAF PURCHASE CARD AGENCY PROGRAM COORDINATORS, APPROVING OFFICIALS AND CARD-HOLDERS...DON eBusiness is now the Navy's Purchase Card Program Manager. CitiBank forms are now located on the eBusiness web site at www.don-ebusiness.navy.mil. Select card management, select financial card, select purchase cards, then select CitiBank Forms and you can download the forms into Word. All NAF accounts must use the UIC NAF999 on the CitiBank forms. At the present time NAF does not use a line of accounting (LOA). You will discover that some of the forms will not allow you to enter the required information via Word so you must pen in this information, such as Cardholder Name and Account Number on the Cardholder Maintenance Forms and the UIC. Forms should be faxed to CitiBank for processing. The phone number is listed on the form.

CitiDirect changed their URL to www.card.citidirect.com. If you enter the old URL, it will redirect you to the new site. Select "What's New" to learn all about the new features in Citidirect. One new feature eliminated the agency drop-down menu on the welcome page. Instead, the user enters a CitiDirect Client Code [DON] and the next screen requests a user ID and password before you can enter CitiDirect. Another enhancement added a print feature to the cardholder statement. Please notice the password management changes when reviewing "What's New."

POC: PERS-656C,
901-874-6680, DSN 882-6680,
P656C@persnet.navy.mil

POC: PERS-656C1
901-874-6685, DSN 882-6685,
P656C1@persnet.navy.mil



POLICY & MANAGEMENT ASSISTANCE BRANCH

Head, PERS-658,
901-874-6635, DSN 882-6635,
P658@persnet.navy.mil

ANNUAL REPORTING REQUIREMENTS FOR CIVILIAN MWR ACTIVITIES

...were mailed out last week to all commands administering civilian MWR activities. Each year, civilian MWR activities (not participating in RAM-CAS) are required to submit their financial statement, proof of commercial insurance or payment for such coverage through Navy MWR's Self-Insurance Program, payment of the activity's annual assessment, and an annual vending income report submitted in compliance with the Randolph-Sheppard Vending Stand Act. The vending income reports are consolidated and used to prepare Navy's consolidated report to SECNAV. The deadline for submitting the required reports and payments to PERS-658D1 is November 15.

POC: PERS-658D1,
901-874-6810, DSN 882-6810,
P658D1@persnet.navy.mil

WHAT'S AN MWR NAF PERSONNEL CLAIM AND WHO

PAYS IT?..An MWR NAF personnel claim may result when an MWR NAF employee suffers loss, damage, or destruction of his/her personal property while in the scope of their official duties. Examples of such claims:

- An employee places her purse in a locked locker at the work site at the beginning of the shift. Sometime during that shift the locker is broken into and the purse (cash) is missing.
- An employee parks his privately owned vehicle in the base parking lot and proceeds to their work site. When he returns, the driver's side window is broken and the vehicle's stereo and speakers have been stolen.
- An employee reports to work and hangs his leather jacket on the coat rack in the office space. When he goes to lunch, he discovers the jacket is missing.

In each instance, the NAF employee sustained a loss of personal property while performing his or her official duties at the work site. The claimant is to report the loss to his or her supervisor, who is to provide the employee with the necessary claim forms

The employee who suffered the loss will complete the claim forms and submit to the nearest servicing Naval Legal Service Office (NLSO). The NLSO will investigate and either approve or deny the claim. If the NLSO determines that the NAF employee's claim is payable, NLSO will forward the claim package to the employee's employing MWR activity, which will pay the claim with its local nonappropriated funds.

MWR NAF Employee Personnel claims are not covered under the NAVPERSCOM MWR NAF Self-Insurance Program. For more info, contact PERS-658D1.

WHO IS RESPONSIBLE FOR DESTROYED, DAMAGED, OR LOST MWR RENTAL EQUIPMENT?..

MWR organizations that operate recreational equipment rental programs are to ensure that authorized patrons renting such equipment are financially responsible for returning MWR-owned recreational equipment and property in the same condition as when it was checked out, excluding normal wear and tear.

Patrons shall be informed via the rental/use agreement that they are responsible for safekeeping (including the theft of, or property damage to, MWR-owned property/equipment), and the safe operation of the MWR-owned property/equipment rented to them. The renter is to also acknowledge that he/she will reimburse the MWR activity the replacement value cost for any loss or damage to any MWR-owned property/equipment. Such losses are not covered under NAVPERSCOM MWR NAF Self-Insurance program.

MWR activities, when necessary, are to seek assistance from their command's staff judge advocate or their servicing Naval Legal Service Office in recouping any loss. For more information, contact P658D1.

NOTE FROM THE LEGAL OFFICE...What do you do when you've accepted a gift of free attendance to a reception under the "widely attended gathering" exception to the prohibition of acceptance of gifts and, as you leave the reception, all of the guests, including you, are given a gift bag of mementos and other items by the sponsor of the reception? May you keep the gift bag?

Answer: Unfortunately, more than one of the gift rules may apply. The first consideration is whether the gift bag may be accepted as part of the widely attended gathering exception. This exception can be used when there has been a determination that attendance at an event, which is attended by a large number of people representing a diversity of views, is in the interest of the agency because it will further agency programs or operations.

The exception allows Federal personnel to accept "free attendance" at the event, which is defined as (1) conference fee; (2) food; (3) refreshments; (4) entertainment; and (5) instruction and materials furnished provided that 1-5 are an integral part of the event. Thus, items such as the gift bag may be accepted under the widely attended gathering exception only if they are integral to the event. "Integral to the event" is interpreted to mean that the items were intended to be used during the event. Consequently, gift bags delivered to guests as they are departing the event are rarely "integral to the event" and may not be accepted under the widely attended gathering exception.

In addition, gifts under \$20 may be accepted from any source at a particular occasion, assuming the employee has not exceeded his or her \$50 maximum from that source for the year. This exception would cover, for example, sample bottles of perfume, t-shirts, or carrying bags.

Bottom line: When participating in widely attended events, remember that acceptance of gift bags may not be appropriate. You should always consult with your local installation's ethics official.

CREDIT CARD FRAUD = JAIL TIME FOR FEDERAL EMPLOYEES...Defense officials are on the trail of those who misuse government credit cards. Punishment for card misuse, fraud, and abuse include termination of DOD employment, imprisonment, probation, restitution, fines and demotion. Officials are also considering a way for the government to take some of the money out of an employee's pay and send it directly to the bank for the credit card bill. They are also looking at making credit card abuse a specific offense under the Uniform Code of Military Justice.

Prosecution of credit card abusers is growing. For example, a federal employee was sentenced to four months imprisonment, followed by four months of home confinement and three years of supervised release. The former employee made a series of personal purchases of audio and video electronic equipment between January 1995 and June 1997 totaling over \$61,000, which he was ordered to pay back. Other examples of recorded misuse include birthday party expenses for a boss's birthday; charging over \$12,000 for personal items such as computers, gift certificates, groceries, and airline tickets; and purchases at pawn shops, jewelry stores, and antique shops.

POC: PERS-658L,
901-874-6626, DSN 882-6626,
P658L@persnet.navy.mil

POC: PERS-658L1,
901-874-2971, DSN 882-2971,
P658L1@persnet.navy.mil

MWR PATRONAGE

Chapter 6 of enclosure (1) to the MWR Policy Manual (BUPERSINST 1710.11C) lists groups authorized unlimited use of all MWR programs. At the top of the list is the "Armed Forces and their families" category. Within this category is the top group entitled, "Members on active duty." There is no distinction made between members of different Services (i.e., Army, Air Force, USMC) or between permanently assigned, temporary, or visiting active duty members on installations. They're all considered to have equal access to all MWR programs. (Members of the Coast Guard should also be considered under the active duty category.)

DOD and Navy policy authorizes installation commanders to determine specific MWR use priorities. However, such priorities must be based on the patron priority categories/groups listed in section 604 and 605 of enclosure (1) to BUPERSINST 1710.11C. This means that lower priority patron categories/groups cannot be permitted use of MWR facilities while restricting patrons of higher priority categories/groups.

POC: PERS-658C,
901-874-6636, DSN 882-6636,
P658C@persnet.navy.mil

UNIT RECREATION ALLOCATIONS...The following is a response to one specific inquiry about the policy on and use of unit recreation allocations which MWR directors may want to provide to their tenant commands as a matter of information about these special MWR NAF allocations:

Policy is contained in section 406 of enclosure (1) to BUPERSINST 1710.11C. In summary, the commanding officer (of the host/regional command administering the local recreation program) shall make funds (i.e., unit recreation funds) available to tenant commanders for use in financing special expenditures in support of participating members/units of their MWR fund.

Unit recreation funds are intended primarily to provide commanding officers and OICs of member units of the MWR fund with a source of NAF to be used for command-wide, unit-specific NAF expenditures to enhance unit identity and promote retention. Unit recreation fund allocations are calculated at a standard rate of \$10 per assigned military member (on board for at least 30 days) per year (or \$2.50 per quarter).

Use of unit recreation allocations generally follows the same rules as that for the MWR fund as a whole. If it's prohibited for the MWR fund to spend its MWR NAFs, then the same applies to the expenditure of unit allocations. Unit allocations are provided exclusively for active duty members of the tenant command [for MWR-related purposes] that benefit all active duty members of the tenant command on an equitable basis. At the discretion of the CO/OIC of the tenant command, these allocations may also be used to purchase emblematic, recognition, and reception-related items for advancement, award, and reenlistment ceremonies. Prohibited uses of MWR NAFs (including unit recreation allocations) are set forth in section 420 of enclosure (1) to BUPERSINST 1710.11C. The CO of the host installation (administrator of the host installation's MWR fund) through the MWR director is the authority on appropriate uses of MWR NAFs, including the use of unit recreation allocations.

Unit recreation allocations are mostly used for unit-wide picnics and parties. Family members and/or DoD civilians attending unit-wide functions are typically required to pay a fee to cover their cost of participation (e.g., food, drink, their share of entertainment). Many commands take advantage of the policy contained in section 406g (BUPERSINST 1710.11C), which allows tenant command COs/OICs, subject to the concurrence of the host installation commanding officer, to conduct occasional hot dog sales, chili cook-offs, etc., to generate funds to supplement unit recreation allocations. These occasional activities must be conducted during meal periods only at the work office and the additional funds generated must be deposited in the base MWR Fund for credit to the generating unit. Since DoD civilians attached to the unit usually participate in these "fund raising" events, commands normally use these supplemental funds to offset or reduce the cost to non-active duty individuals, e.g., family members and DoD civilians. Unit recreation allocations should not be used to subsidize attendance of unit functions/events by non-active duty personnel or any active duty person not attached to the unit.



PERSONNEL BRANCH

Head, PERS-653,
901-874-6715, DSN 882-6715,
P653@persnet.navy.mil

POC: PERS-653D,
901-874-6711, DSN 882-6711,
P653D@persnet.navy.mil

DoD NAF Health Benefits Program 2003 Bi-Weekly Rates

	Medical	Dental
Individual	\$43.18	\$3.28
Family	\$100.46	\$7.77

POC: PERS-653E1,
901-874-6709, DSN 882-6709,
P653E1@persnet.navy.mil

REEMPLOYMENT RIGHTS...The Uniformed Services Employment and Reemployment Rights (USERRA) protects the employment rights of Reservists and National Guard personnel called to active service. Employers must reemploy service members returning from a period of active duty service to the same position or to a comparable position with the same status, pay, and grade. The provisions of the USERRA apply provided that the member's active service is no more than 5 cumulative years (exceptions are allowed for training and involuntary active duty extensions) and that the employee applies for restoration within appropriate time limits. The USERRA sets different time limits for returning to work depending upon the duration of the absence as follows:

1 – 30 days: Must report back to work beginning the first scheduled workday 8 hours after returning home.

31 – 180 days: Must submit notification to employer of intent to return to work NLT 14 days after completion of active service.

180 days or more: Must submit notification to employer of intent to return to work no later than 90 days after completion of service.

Members returning to work are entitled to immediate reinstatement of health benefits (no waiting period and no exclusions for pre-existing condition). While on active duty, the employee should be placed in a Leave Without Pay status unless the employee resigns. A resignation under these circumstances does not affect the employee's restoration rights.

MEDICAL PLAN SELECTION PERIOD...From October 21—November 15, BUPERS will have an annual selection period for BUPERS NAF employees who are enrolled in a medical plan to change or drop their medical coverage. During this period, employees currently enrolled can switch from HMO to the DoD NAF Uniform Health Plan or vice versa. Employees will not be able to enroll for the first time or add dependents during this time. The next open enrollment period is CY04.

Benefit Highlights: Effective January 1, 2003, we will no longer offer the Managed Choice (POS) Plan. Current Managed Choice enrollees will be automatically switched to the Open Choice (PPO) option. This means former Managed Choice participants will no longer be required to have a PCP nor will they be required to obtain a referral should they need treatment from a specialist. Employees who do not live in an Open Choice area will remain in the Traditional Plan. The Annual Maximum under the Passive Preferred Dental plan has increased from \$1,500 to \$2,000.

The trend for US employers is to pay approximately 20% more for health care in 2003. The DoD NAF Health Benefits Program is no exception. However, through negotiations, we were able to lower the increase to 14%. The 2003 bi-weekly rates are shown at left.

If employees are not making any changes to their benefit elections, no action is necessary. Employees should receive new ID cards for themselves and family members prior to January 1. Stay tuned for more information on the BUPERS benefits programs for 2003.



BUSINESS ACTIVITIES BRANCH

Head, PERS-655,
901-874-6645, DSN 882-6645,
P655@persnet.navy.mil

MWR BOWLING PROFESSIONALS

The Annual Armed Forces Bowling Conference and International Bowl Expo 2003 will be held at the Mandalay Bay Resort Hotel, Las Vegas, June 15-20. Please mark your calendar, plan and budget now. You should be receiving FY02 Bowling Survey in October. Please calculate FY-01 and FY02 total lineage data for open, league, and tournament bowling.

POC: PERS-655C2,
901-874-6651, DSN 882-6651,
P655C2@persnet.navy.mil

IMCEA CATERING CONFERENCE

The IMCEA Spirit of Excellence Catering Conference is scheduled for March 26-28 at the Riviera Hotel in Las Vegas. Registration details will be available soon. All Navy Club and Catering Managers are invited to attend. In addition to the IMCEA part of the Conference, PERS-655 plans on sponsoring a Navy-wide workshop. This one-day program will focus on the topics you want to discuss. Please send all of your workshop topic ideas to PERS-655F2 and block off these dates now so you could be sure to attend. This Conference will immediately follow the 2003 National NightClub and Bar Show.

POC: PERS-655F2,
901-874-6648, DSN 882-6648,
P655F2@persnet.navy.mil

BINGO PROGRAM MANAGERS...Plan now to attend Bingo World 2003 at the Riviera Hotel, Las Vegas, March 11-13. Next year's conference/ show promises to be the largest bingo-only exhibit ever. For more information, contact Lesley Grashow, Director of Sales, 203-852-1340, 800-223-9638, Lgrashow@gemcomm.com, www.bingoworldexpo.com or Steve Gibbs, Director of Marketing, 913-469-1110, Ext. 234. Preparations are also underway for a Joint Armed Forces Bingo Workshop in conjunction with IMCEA's "Spirit of Excellence III" conference; location and dates to be announced. Bingo Managers, please budget for this workshop. You should be receiving FY02 Bingo Survey in October.

BOWLING CENTER MANAGERS...There are two other bowling conferences coming soon that are excellent. The Western States Super Trade Show at the Silver Legacy Resort and City Center Pavilion, Reno, NV, is from October 13-16. For more info, contact Bo-Vonne Ochse, Show Administrator, 925-485-1855, bo@wssts.com, www.wssts.com. (This year's theme: "Taking Care of Business" Bowling Strategic Leadership Forum and seminars covering "Your Path To Profits In the 21st Century.")

The second is the East Coast Bowling Centers Convention at Bally's Park Place Hotel, Atlantic City, NJ, December 2-4. Contact CeCe Peabody, 973-812-6536, cece@peabody-adv.com, www.eastcoastbowl.com. (This year's theme: "Celebrate Your Stars." This is a certification requirement.)

DIRECTV & THE NFL...The NFL Football Season is here, and once again, the NFL is offering the "2002 NFL Sunday Ticket" at no cost to MWR! All NAF MWR Activities wishing to subscribe to the "2002 NFL Sunday Ticket" must do so through DirecTV.

Ordering Procedures:

1) For Existing DirecTV Accounts: Only send a Purchase Order with the Basic Order Agreement No. - NAFBA1-97-G-0001 and a DirecTV Public Viewing order form. Include your present DirecTV Account number and your current Fire Code Occupancy (FCO) for the facility you are showing the program in. Contact PERS-655F2 for copies of the order form; send it and your PO to DirecTV Inc., Box 5392, Miami, FL 33152-5392, 800-496-4915, Fax 888-93-7772.

2) For New DirecTV Accounts: If you are establishing new DirecTV service, in exchange for a commitment to prepay for a minimum of three qualifying programming services for each location, each participating location receives:

- a) A deluxe DirecTV System (featuring an 18" dish, receiver and remote control, plus two additional receivers at no charge). (\$650.00 value);
- b) Each location receives a hardware installation allowance of up to \$500; and
- c) Each location receives FREE NFL SUNDAY TICKET (\$449-2,499 value).

For this opportunity, contact PERS-655F2 or DirecTV National Accounts at 310-964-5311 for order forms.

POC: PERS-655F5,
901-874-6652, DSN 882-6652,
P655F5@persnet.navy.mil

ENTERTAINMENT

Republic/Universal Records' recording artists, 3 Doors Down, will be bringing a little piece of American Rock N' Roll to Sailors overseas this fall when they embark on a goodwill tour for the United States Navy.

In early October, the band will play for Sailors and their families stationed in the Mediterranean and those forward deployed in the 5th Fleet AOR. The band will also have the once-in-a-lifetime opportunity to perform aboard a deployed US aircraft carrier.

While in the Mediterranean, the band will visit NAVSTA Rota, NAS Sigonella, and NSA Naples. Additionally, the band will also visit NSA Bahrain. On November 12, 3 Doors Down will release their much anticipated sophomore album entitled *Away From the Sun*.

POC: PERS-655C2,
901-874-6651, DSN 882-6651,
P655C2@persnet.navy.mil

STARBUCKS COFFEE... Starbucks and PERS-65 have agreed in principle to develop Starbucks store/kiosk sites. The license agreement should be finished in early October. Starbucks will offer two different programs: a license program and a drip program. The license agreement will cost \$15,000 per location plus 5% royalty on gross sales. You will have access to every menu item and merchandise item Starbucks has to offer, including bakery offerings as well as sandwiches. The drip program only allows you to sell their coffee as a "We Proudly Brew Starbucks" program. The beauty of the drip program is that there are no fees.

GOLF COURSES CHANGE WAY THEY COUNT ROUNDS...

Starting October 1, all 9-hole rounds will count as one round. In the past, 9-hole rounds were added together to make one 18-hole round. The decision was made by the four Service managers to better reflect the way the golf industry counts rounds. This was confirmed by representatives from the National Golf Foundation.

The change will increase the number of rounds we are reporting and decrease revenue per round, pro shop sales per round, and food & beverage sales per round. (The decrease will not be compared to prior years when we counted 9-hole rounds as half of an 18-hole round.) This change will give us more accurate figures on the number of "starts" we have on our golf courses.

Just a reminder, please make sure that you account for your revenue and expenses in the correct RAMCAS accounts. Golf fees, golf cart fees, and driving range fees should be put in the proper accounts, 10 for golf fees, 11 for golf cart fees, and 30 for driving range fees. Unfortunately, some golf courses have combined all income sources into department 10 - program revenue, thereby losing granularity needed to make informed business decisions.

MODULAR RETROFIT SMOKING ROOMS... SECDEF approved a three-year phase-in period to bring Services' MWR facilities into compliance with Executive Order (EO) 13058 (9 Aug 97). The EO prohibits smoking in all government-owned, rented or leased interior spaces (including MWR facilities) or smoking out-of-doors near air intake ducts. On December 7, 2002, any MWR facility not in compliance with EO 13058 will permanently be designated a non-smoking facility.

We are now past the 11th hour. If your command still intends to have a designated smoking area inside authorized MWR facilities, now is the absolute last chance to get your request in. Authorized facilities include bowling center, bingo hall, golf course clubhouse, bar/lounge, amusement and gaming areas.

To have equipment ordered, an "Installation Survey for Retrofit Smoking Room" and the "Smoke Room Order Form" must be received by October 31, 2002. PERS-65 will procure the retrofit smoking rooms and ventilation equipment centrally. However, installation will be the responsibility of local MWR activities. Technical questions regarding the modular smoking rooms can be addressed to Ms. Kris Long, Senior Project Manager, Butler Manufacturing Company, 816-968-3682 or kalong@buttermfg.com.

